

DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE

MEETING MINUTES

April 16, 2018 at 3:00 pm

1. Call to Order

The meeting was called to order at 3:01 pm by Dr. Mike Allard.

1. Approval of Agenda Items

The Agenda was circulated and approved, all in favour.

1. Approval of November 6th, 2017 minutes

The minutes were circulated and approved at 3:02 PM.

1. Department Head Report

**Program Announcements**

**Administrative Updates**

* Administrative Office:
* Rene Mrzljak, joined the Dept. as Interim Director, Administration and HR in Dec 2017
* Aileen To will be coming back on a part-time basis in July 2018
* Changes in Human Resources staff reviewed
* Don Brooks, Associate Academic Head, as of Jan 1, 2018.
* Organizational Changes: The financial structure has changed and is effective today
* Programmatic Changes: Dana Devine, Program Director of Graduate Studies Program, as of Mar 2018

**Budget and Related Issues**

**Summary of Approaches Taken to Manage the Structural Deficit**

* Reduced Expenditures

Administration

* Closure of the Histology Lab
* Amalgamation of Director of Administration and Manager, HR into a single position
* Cost sharing of educational equipment on campus (i.e. autoclave)
* Reduced costs for seasonal celebration (less food)
* Reclassification of selected positions
* Terminating the contract for 1 printer (>$12k/year)
* BMLSc. program has made considerable efforts to go paperless
* Introduction of the finance cluster – 2 FTE staff have been taken out of the Department GPO
* Reduced number of Summer student fellowships (from 10-12 to 5-6)

Faculty (retirements, reduced appointments, notice given, alternative arrangements)

**Completed**: Seven have departed / **Planned**: Four / **Potential**: Three

* Realistically, management of the structural deficit can only be addressed over the long term through retirements. There aren’t many options.
* Conversations will continue.
* Revenue Generation
* Vancouver Summer Program
* Administration fees on Select Accounts

**Department Demographics**

* By rank, those with rank of professor predominate for academic faculty
* Approximately 2/3 of our department are over the age of 65; we have 11 faculty over the age of 70. Average age of retirement across the universities is currently about 69.

**Addressing Deficiencies in Early Career Faculty**

* Faculty Renewal
* New ongoing funding provided to the Faculty of Medicine by the Provost (36 new positions)
* To address deficiencies in early career academic faculty
* In Process and Possible Recruitments

In Progress

* Recruitment in Spinal Cord Injury, Repair, and/or Regeneration Research
* Canada Research Chair (Tier II) in Cancer Informatics
* Faculty Renewal Recruitment in Immunometabolism
* Clinical and Translational Proteomics

Possible

* Faculty Renewal-Rounds 2 and 3
* Departmental contribution to a **startup packages** is required for these recruitments.

**Pathology Assistant Program – University of British Columbia**

Selected clinical sites will serve as practicum locations.

Program/Course/Requirements: <http://www.ucalgary.ca/pubs/calendar/grad/current/Pathologists%20Assistant%20MDPA.html>

**Survey of Global and International Activities Update**

1. Approval of items approved by the Department Executive

Terms of Reference have been passed by the Executives and has been approved and passed by the department.



Finance Committee: sub-committee of the Executive Committee – Terms of Reference were circulated. Motion was accepted and passed by the department.



1. Administration Report

No report.

1. Program Reports

**Bachelor of Medical Laboratory Science Program Report (BMLSc) – Dr. Amanda Bradley**



**Graduate Studies – Dr. Dana Devine**

* We have about 70 students
* Departmental Graduate Program Steering Committee: will look at the stipend and fees that we provide for graduate students. The students are being paid less than minimum wage so committee trying to benchmark to other universities
* Faculty of Post-Doctoral Studies – going through strategic planning process, aligning our department to the faculty.

**MD Undergraduate Education Program – Dr. Michael Nimmo**

Students will be entering their 4th year in July. Will review after this first cohort.

**General pathology- Dr. Mike Nimmo**

No residents, unmatched positions right now across the country

**Hematopathology – Dr. Suzanne Vercauteren**

Successful in securing a candidate through CARMS

**Anatomical Pathology -** **Dr. Brian Skinnider**

28 residents, filled all 4 spots in first round of CARMS match, 4 residents writing Royal College Exam.

**Safety Updates – Jennifer Xenakis**

* PI are responsible for any external users of space
* UBC Centralized Accident/Incident Reporting System (CAIRS)
* 55% compliance rate completing preliminary reports within 48 hours
* Major causes of incidents involved lack of knowledge/experience, distractions, not following procedures
* Training opportunities – required training pieces that have to be completed in Risk Management website and there are other trainings available as well

1. Site Reports

**C&W – Dr. Deborah McFadden**

Strategic plan determining clinical academic mandates – clinical service plan created: what clinical space is required to perform clinical duties.

**St. Paul’s Hospital – Dr. Martin Trotter**



**Fraser Health Authority (FHA) – Dr. Sam Krikler**

* Stem cell transplant for myeloma still on track
* Associate Dean for Undergraduate Medical Education has been appointed in Fraser. Discussions to separate the Vancouver and Fraser Program into two complete distinct streams.

**VCH – Dr. David Schaeffer**

Took over Dr. Gilks in December. Personnel changes, Dr. Roscoe has left. Adverting for new Medical Microbiologist. Infection Control Officer – Dr. Fung took over Dr. Bryce

**BCCA – Dr. Cheng-Han Lee**

Successful in recruiting molecular genetic pathology trained pathologists, Dr. Depuu Alex, will helpf advance the molecular genetic pathology education with UBC residents and boost our cancer genetic lab and interactions with pathologist colleagues in the province.

1. New Business

Pathology Day 2018 on May 18th, 2018

1. Adjournment

Meeting was adjourned at 4:15 PM.